

MAKING **ONLINE** QUALIFYING CONTRIBUTIONS

STARTING ON
FEBRUARY 5, 2008

WHAT YOU WILL NEED TO MAKE A CONTRIBUTION

1. The street address at which you are registered to vote.
2. A credit card or bank debit card (MasterCard and VISA only).

The system will automatically list the legislative candidates who are running in your district and which ones are accepting qualifying contributions.

FOR CANDIDATES

You will still need to bring the R&A forms to the municipal registrars to verify the voter registration of the online contributors. All you need to do is print out the forms for each town. All the municipal registrars have to do is verify the status of the voter registration for that contributor at the address given on the form. The contributors do not need to sign the form.

You do not have to include the names of your online contributors in your alphabetical list of contributors.

INSTRUCTIONS FOR CONTRIBUTORS

1. Go to www.maine.gov/ethics.
2. Look for "ONLINE SERVICES" in the list of links on the left hand side of the screen, and select "Qualifying Contributions."
3. This will bring you to the first step to make an online qualifying contribution.
4. At the bottom of the screen, choose "Make a Contribution to a Candidate" and click "GO."
5. Then just follow the directions to make a contribution to the candidate you're supporting.

INSTRUCTIONS FOR CANDIDATES

1. Go to www.maine.gov/ethics.
2. Look for "ONLINE SERVICES" in the list of links on the left hand side of the screen, and select "Qualifying Contributions."
3. On this screen, look for "Candidate Login" under "Administration" on the left hand side of the screen.
4. Enter your user name and password that you use for e-filing your campaign finance reports. We sent that to you when you registered. Call us if you don't have it.
5. On your administration screen, you will be able to:
 - check the number of qualifying contributions made online;
 - search for contributions by date, contributor name, or town;
 - print out Receipt & Acknowledgement forms to bring to the town and city clerks to check for voter registration.